

10 December 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Community Course in Chinese

At a luncheon meeting on Friday, 30 November, called by Dr. James Frith of the Foreign Service Institute, the Chief of OTR's Language Learning Center and representatives from the Defense Language Institute, the National Security Agency, and the Department of Health Education and Welfare discussed development of a core course in Chinese which could be used in training programs conducted by the participating member agencies. (Chinese was chosen because materials now available are dated and because of the linguistic changes that have taken place in standard Chinese as spoken in the PRC since 1949.)

Under study is Dr. Frith's proposal that each participating agency provide \$5000 to cover costs to be incurred during the next half of this fiscal year and for each to provide whatever support possible in the form of substantive expertise. Considering the high cost of training a student to reach a useful level in the language (up to \$80,000 for two years of study), this may be a profitable investment in terms of better learning and of possible reduction in time for that learning. We are looking into other aspects of the proposal before recommending a decision as to the extent of support we can provide.

B. Hiring Procedures Tested at DLI

On Thursday, 6 December, the Deputy Chief, Language Learning Center and the Chief of the Romance Languages Department participated in testing the new procedures the Defense Language Institute (DLI) is proposing for use in filling its vacancies. Responding to a Supreme Court Decision (1970) and the Civil Service Commission's directive that educational background cannot be used as a criterion for employment or promotion, the DLI has developed an elaborate

system of panel interviews for evaluating candidates for positions (three panels for each applicant). Since it appears that the CSC directive may in time similarly affect us, we will continue to watch developments in the DLI, taking advantage of the opportunity to learn from them.

C. CCS Position on Off-Campus Credit

credit for courses they take in the Agency's Program. To assist employees affected by the ruling, we are offering sponsorship in Off-Campus Programs conducted by other local institutions -- and where suitable courses are available. (CCS has no objection to such employees participating on a non-credit basis.)

Agency-wide distribution of the Employee Bulletin announcing the spring semester is expected within a week. Twenty courses are being offered, including those in accounting, economics, world affairs, programming, writing, and psychology. Two courses, one in geography and another in mathematics, will be given in [redacted], in response to a special request from NPIC.

D. MBO Viewers

As of the end of November, 650 employees have viewed OTR's video cassette series on Management By Objectives. The figure represents use by 31 requestors, and showings in eight of the Agency's buildings. Records also show that seven offices have used the series on Motivation to Work for a reported 174 viewers.

Service) was completed on Monday, 3 December. The total time for the program was approximately two weeks, less than originally scheduled owing largely to our adjusting to more intensified training than first planned because of the intelligence, the studious habits, and the conscientious attitude of the officer and because of his finding it difficult to exploit independently the research

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facilities available in the Washington area. In the opinion of the Chief Instructor, [redacted], the program went well, with considerable assistance from officers from other components of the Agency as well as from within OTR. Reaction of the officer suggests it was a productive effort for him.

## II. Upcoming Developments

### A. Guest Speaker Program

Peter G. Peterson, Chairman of the Board of Lehman Brothers and former Secretary of Commerce, will be the next speaker on the Program on Tuesday, 8 January 1974. His presentation will be along the lines of his Pacem in Terris (October 73) in which he advanced the proposition that security was being replaced by economics as the primary factor in international relations. At our request he will focus on economic intelligence as a significant factor on the domestic and international scene.

One late development in arrangements is Mr. Peterson's wish to talk between the hours of two and four rather than the usual time of four to six. We are negotiating possibility of such a change.

### B. ORD Authorizes Funds for OTR Course

The Center for the Development of Analytical Methods, ORD has authorized expenditure of \$7650 to fund half of the cost of the first presentation of the three-week course in Systems Dynamics scheduled to begin 7 January 74. OTR will fund the other fifty percent.

### C. Nominations for the FAES

There are four nominations for the Foreign Affairs Executive Seminar scheduled to begin on Monday, 7 January: two from the Office of Finance; two from the [redacted]

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### D. Requirements for Ballistic Course

In response to the request from the Department of the Air Force for CIA's requirements for CY 74 for SAC's

Ballistic Missile Staff Course, we have asked for 57 spaces, three in each of the 19 runnings. This is an increase of 17 spaces over CY 73, the increase coming mainly from the requirements of the Office of Weapons Intelligence.



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